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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions FROM: (Name, org. symbol, Agency/Post) Room No .- Bidg. Phone No.

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2.4 APR 1981

MEMORANDUM FOR: Executive Officer to the DD/A

ATTENTION:

Chief, Regulations Control Division

FROM:

James H. McDonald

Director of Logistics

SUBJECT:

Proposed Headquarters Notice: Procurement of Supplies, Equipment, and Services Chargeable to Fiscal Year 1981 Funds

1. Action Requested: It is requested that the attached draft concerning deadline dates for requisitions to the Office of Logistics (OL) be published as a Headquarters Notice.

Background: This notice is required to establish realistic deadlines for the submission of procurement requests chargeable to FY 1981 funds. It is also used by requesting offices for planning the disposition of fourth quarter obligations. It has the further benefit of assuring orderly and timely completion of procurement actions prior to 30 September 1981. Any queries pertaining to this draft notice should be directed to Mr. Procurement Division, OL, on extension

STA STA

/s/ James H. McDonald James H. McDonald

Att

EO/DDA cc:

Approved For Release 2004/05/05: CIA-RDP84B00890R000400070056-8

Release 2004/05/05 : CIA-RDP84B0@@0R000400070056-8

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PROCUREMENT OF SUPPLIES, EQUIPMENT, AND SERVICES CHARGEABLE TO FISCAL YEAR 1981 FUNDS

To ensure orderly and timely completion of procurement actions for supplies, equipment, and services chargeable to funds allocated for fiscal year 1981, requisitions must be submitted to the Office of Logistics on or before the dates shown below:

Types of Requisitions

Deadline Dates

- a. Contract actions for production of items under any type of sophisticated specifications (Agency and other Government
 - agencies):

- 30 June 1981
- Ъ. Department of Defense and GSA supplies and equipment:

Nonstock items

14 August 1981

Stock items

1 September 1981

National Security Agency supplies С. and equipment:

SIGINT Category

31 July 1981

COMSEC Category

31 July 1981

Each action subject to acceptance by NSA.

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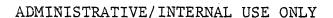
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Types of Requisitions Deadline Dates Vehicle procurement, Sterility Code 1, through GSA: 1981 models from local dealers for delivery within 2 to 4 weeks after receipt of requisition in the Office of Logistics and 1982 models from manufacturer for delivery early in calendar year 1982: 31 July 1981 Declaration of Intent to renew annual service contracts to become effective 1 October 1981: 30 June 1981 Supplies and equipment processed f. through the Small Purchases Branch, Supply Division, Office of Logistics: 14 September 1981 Supplies and equipment processed g. through the Procurement Division small purchases program: 17 August 1981 Supplies, equipment, or services h. not falling into the above categories, for Procurement Division or 1 July 1981



HN LOGISTICS

- 2. All fiscal year 1981 requisitions submitted to the Office of Logistics after the deadline dates shown above must be confirmed by a designated senior official at the directorate level. Requisitions and justifications should be submitted through normal channels. The Director of Logistics will determine whether requisitions submitted after the deadline dates can be successfully accomplished within the available time limits. Any requisition not approved will be cancelled by the Office of Logistics and returned to the requisitioner. If the material or service is still required, the requisitioning office must resubmit the requirement after 30 September citing fiscal year 1982 funds.
- 3. The submission deadline dates established above also apply to requisitions to be filled by ______of the Office of Logistics.

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Max Hugel
Deputy Director
for
Administration

DISTRIBUTION: AB